

## Summary of Proposed Procedures

### Application and Review Procedures

The Building Inspector advises property owners to contact the [Building Department](#) as a first priority when contemplating any type of construction, repair, or site work. Owners of properties on the Survey of Historic Buildings are likewise encouraged to contact the HBPC for an early conceptual “Conference” review, prior to development of full architectural plans.

In all cases, once the plans have been completed, the approval process begins with the submission of a Building Permit application to the Building Department. For properties on the Survey, the Building Inspector will refer the application to the HBPC, and the HBPC Secretary will inform the property owners of their application options.

**Individually Significant Properties:** Full review, or an Expedited Determination option when there is no demolition of historic fabric and additions do not impact historic character.

1. Full HBPC Review:

- a) Site Walk with full commission (scheduled monthly).
- b) A Conference or Public Hearing (scheduled monthly).
- c) Decision rendered at the conclusion of the Conference or Public Hearing.
- d) Fees: In addition to the \$75 fee for a Building Permit Application, there is a \$50 fee for the HBPC Application, plus a \$300 escrow fee for expenses incurred by the Town for retaining an outside preservation Consultant., The \$300 escrow fee will be returned if a Consultant is not needed.

2. Expedited Determination:

- a) Applicant certifies on the HBPC application that the project does not involve any demolition or removal of historic fabric and that the massing and scale of any proposed addition will not impact the historic character of the building.
- b) Site walk with two or more members of the commission, scheduled shortly after receipt of the Application.
- c) A decision will be made within seven days of the site walk.
- d) If, following review of the application and site inspection of the proposed project, the two Commission members deny the request for an Expedited Determination, then the application will be referred to the full Commission for review.
- e) Fees: In addition to the \$75 fee for a Building Permit Application, there is a \$50 fee for the HBPC Application. No escrow fee.

**Contributing Properties:** Full review, or an Expedited Determination option for work that does not involve significant demolition of historic fabric and that is not visible from a public way.

1. Full HBPC Review:

- a) Same procedure and fees as for Individually Significant Properties.

2. Expedited Determination:

- a) Same procedures and fees as for Individually Significant Properties, however the Applicant shall certify that the project will have no material impact on the main elevation(s) as seen from the public way and the project does not involve significant demolition or removal of historic fabric.

**Other Historic Resources:** Optional advisory consultation only.

- 1. No review, however the Building Department will provide the applicant the opportunity for a free and voluntary consultation of the Commission regarding the plans.
- 2. No HBPC Application or consultation fees. No escrow.